

IDAHO WORKFORCE DEVELOPMENT COUNCIL

September 10, 2008 – Meeting Minutes

Welcome and Introductions

Council Chair Con Paulos called the meeting to order at 9:45 a.m. He welcomed everyone to the meeting and offered a special welcome to Tammy Perkins who is a special assistant to Governor C.L. “Butch” Otter and the council’s new staff lead. He introduced alternates and then all members, alternates and visitors introduced themselves. He also noted that today’s meeting is a focus on the health care industry—its workforce and educational needs—and that he was very pleased that several of Idaho’s best experts in these areas will be making presentations to the council. After a review of the agenda, Chair Paulos proceeded with the consent agenda.

Consent Agenda

Chair Paulos accepted a motion by Jim Schmidt to approval the minutes of May 8, 2008; seconded by Kim Toryanski and approved unanimously.

Transmittal #1 asked for approval of the additions to the Department of Labor’s state eligible provider list since the last council meeting. Don Smith moved the council accept those programs; seconded by Tom Hally and approved unanimously.

Transmittal #2 invited the council’s review and comment on the State Senior Employment Services Coordination Plan.

Transmittal #3 offered the Department of Labor’s Plan for use of the Special Administrative Fund that assists the department carry out its mission. Dave Whaley asked if this money is used to build facilities. John McAllister responded that some facility improvements and maintenance might use this fund but there are other funds, such as the Reed Act distributions from the federal unemployment insurance trust fund, available for facility construction and improvements. A motion was made by Jim Schmidt to approve the proposal; seconded by Betty Kerr and approved unanimously.

Transmittal #4 proposed a technical change to align procurement thresholds in WIA with levels authorized by the Department of Administration rules governing state agency procurement—essentially raising the level of “competitive bidding” to \$75,000 and establishing procedures for conducting procurements under that amount. B.J. Swanson moved the approval of the change; seconded by Jim Schmidt and approved unanimously.

Transmittal #5 reported on the success of a pilot project to train welders. Part of this project involved inmates under the control of the Idaho Department of Correction. It shows that our investments are working and demonstrates excellent collaboration among state and local organizations working directly with the businesses experiencing a shortage.

Creating Opportunities for Seniors

- **NGA Policy Academy on Civic Engagement—Engaging Seniors in Volunteering & Employment**
- **Senior Job Fair**

Idaho Commission on Aging's Administrator Kim Toryanski updated the council on Idaho's successful application to the National Governor's Association policy academy. Idaho was one of the six states whose applications were accepted for funding. Tom Hally asked what funding was made available. Administrator Toryanski replied travel funds will be used for the project leadership team and others to attend technical assistance sessions and for bringing technical assistance experts to Idaho to assist the team. She then gave some details on the upcoming Senior Workers Job Fair to be held in Boise. She was joined by Idaho Department of Labor's Director Roger Madsen who shared public service announcements on the worthwhile opportunities for senior citizens. The Senior Community Service Employment Program announcement can be viewed at: [PSA English version - Older Workers - SCSEP](#)

Administrator Toryanski's presentations can be viewed at:
[NGA Policy Academy on Civic Engagement](#)
[Idaho Indicators: Aging & Work](#)

Economic Update – 2006-2016 Employment Projections

Chair Paulos offered congratulations to Sara Scudder (formerly Gieseke) on her recent marriage. As principal research analyst at the Idaho Department of Labor, she provided the council with an update on Idaho's economy. Sara's presentation can be viewed at: [Today and Tomorrow - A Look at Idaho's Top Industries and Occupations](#)

Georgia Smith, Department of Labor, added that the labor market analysts were engaging in an analysis of Idaho's software industry and the staffing patterns and wages in the mental health system. She also noted that the analysts have done a lot of work for the Nursing Workforce Advisory Council and some of that data is background for the day's health care system presentations.

Governor Butch Otter's Health Care Task Force

Chair Paulos welcomed Joyce McRoberts, Governor Otter's Special Assistant for Health Care. Ms. McRoberts has added the Governor's Health Care Task Force to an impressive resume that includes representing the Magic Valley in the Senate where she served as Senate Majority Leader and as deputy director for the Department of Health and Welfare. Chair Paulos expressed the interest the council anticipates and is eager to learn where council members can help in this effort. Council members were interested and posed several questions to Ms. McRoberts. Chair Paulos offered his thanks for the progress the task force is making. Detailed information can be viewed at: [Governor's Health Care Summit Recommendations](#)

Allied Health in Idaho – Discussion of Workforce Issues

Chair Paulos introduced the Dean of Kasiska College of Health Professions at Idaho State University Dr. Linda Hatzenbuehler. She is responsible for a wide range of health care education programs offered by ISU throughout the state and achieved national recognition by being selected by her peers to lead the National Association of Allied Health Professions. Health care professions dominate the list of high growth occupations in the state. Her presentation triggered a spirited discussion on the issues facing Idaho. Her presentation can be viewed at:

[Allied Health in Idaho ISU Dr. Hatzenbuehler](#)

Nursing Workforce Advisory Council (Transmittal #6)

- **August 2008 Update**
- **Investments in Nurse Education**

Council Vice Chair B.J. Swanson and Chair of the Nursing Workforce Advisory Council updated the council on the work of the Nursing Workforce Advisory Council. She introduced another member of the council, Idaho Alliance of Leaders in Nursing Executive Director Susan Ault, who provided additional information on the progress the members have made. Both presented data on the need for additional nursing training opportunities and the critical need for nursing teaching faculty. Without instructors additional students cannot be accommodated. Therefore, Ms. Ault presented a proposal intended to provide assistance to select nursing students who agree to pursue advanced education in order to be a nursing instructor in Idaho.

After a lengthy discussion, Dave Whaley moved the Workforce Development Council approve the staff recommendation presented in the transmittal as follows:

The Idaho Workforce Advisory Council recommends that \$50,000 in the Governor's 15 percent discretionary set-aside PY08 WIA funds be used to match funds made available by the Idaho Hospital Association for scholarships administered by the Idaho Alliance of Nurses. The council further recommends that the funds be awarded in accordance with the priorities established by the IALN for those who agree to teach in Idaho institutions after receiving doctoral degrees or master's degrees or who agree to work in an Idaho rural hospital after receiving an associates or bachelors degree in nursing. Criteria are:

1st Priority

- \$30,000 will be awarded to PhD nursing students accepted into a CCNE accredited doctoral nursing program who are committed to teaching nursing in Idaho
- Up to five awards of \$6,000 will be provided
- Minimum GPA required: 3.0

2nd Priority

- Scholarships for students pursuing a master's degree in nursing who are committed to teaching nursing in Idaho

- May apply for a scholarship of up to \$3,000/year
- Minimum GPA required: 3.0

3rd Priority

- Scholarships to nursing students working in critical access hospitals and/or rural hospitals who are economically disadvantaged
- May apply for a scholarship of up to \$2,000/year
- Minimum GPA required: 3.0

Cheryl Brush noted this recommendation is for a one-time allocation of these funds and it would be up to future council action to provide continued funding. The motion was seconded by Shirley McFaddan and carried unanimously.

Chair Paulos thanked Cheryl Brush for arranging these presentations and for stressing the importance of coordination among programs with a stake in workforce development regardless of industry. These presentations also show another dimension to the cost of health care issues—certain types of ‘infrastructure’ needs such as adequate teaching faculty—as well as reinforces our need to maintain coordination with our colleges and universities.

Luncheon Speaker: President of Idaho State University Dr. Art Vailas,

Dr. Vailas presented his vision for medical education in Idaho. That is, Idaho needs a medical school to train physicians and other high-skilled medical professionals because the current system of cooperative programs with other states is not meeting our needs. We need more doctors in rural settings, we need more clinical training sites within the state and we have grown enough that a practical approach to a medical school is possible.

Dr. Vailas’ approach is not to build a new school, buildings, hospital and the like in a specific location. Rather, Idaho should develop a medical school that uses the universities, hospitals, clinics and businesses that we have. A distributive program of classroom and lab training is already being done in the WAMI program. There are internship and residency programs in place. What is needed is a plan to plug the holes and bring all these resources together under one medical school umbrella. His interest is in promoting the concept and not delving into the administrative details of who’s in charge and which university will do what.

Dr. Vailas concluded by stating he expects his ideas to be presented to the State Board of Education, the Idaho Legislature and other forums. He hopes this will prompt formal consideration of the need for a medical school and how to achieve one.

The Idaho Meth Project

Chair Paulos welcomed the Idaho Office of Drug Policy Director Debbie Field, who was appointed by Governor Otter in January of 2007. She was appointed to the Idaho House of Representatives in 1995 and was elected to serve the people of Boise’s District 18

(southeast Boise) for twelve years. She served on the State Affairs and Revenue and Taxation Committee and as Chair of the House Judiciary and Rules Committee, where she worked to help secure a consistent funding stream for drug and mental health courts. Ms. Field served ten years as a board member for the Idaho Department of Juvenile Corrections.

Ms. Field provided a status report on the Meth Project and pointed out that Idaho ranks fifth among the states in percent of population using methamphetamines. Currently the project is sponsoring a media campaign on what happens to people who abuse meth. A second campaign on meth abuse effects on the family is being developed and there is a multi-jurisdictional group that meets to coordinate the campaign and other activities. Her heartfelt presentation spurred council members to share their stories about the impact drug use has had on members of the community. Idaho Department of Correction Director Brent Reinke added that he knows of people who have stood in line for three hours in order to be filmed about their experiences with meth.

Video Clip: “Hard Hat, Hammers and Hot Dogs”

Chair Paulos stated now would be a good time to take a few minutes to view a TV video of an event in Coeur d’Alene designed to introduce youth to occupations found in the construction, production and manufacturing type industries. In other words, these are the kind of jobs for which our technical, vocational schools provide training. This event has been so successful that other areas of the state are sponsoring similar efforts.

Youth Service Design Committee – WIA Youth Program Design (Transmittal #7)

Committee Chair Jim Schmidt reported on the progress of the WIA Youth Program Design Committee. He reviewed the committee’s recommendations presented in the transmittal as follows:

COMMITTEE RECOMMENDATIONS:

1. WHO WILL BE SERVED?

The WIA Act establishes specific eligibility criteria for the youth program. Only those youth meeting specific low income criteria with specific barriers to education and employment may be served. The council may further delineate a barrier category. The Act also establishes a minimum expenditure threshold of 30 percent on out-of-school youth. For several years, United States Department of Labor has directed states to increase WIA’s focus on out-of-school youth to develop their entrance into the workforce pipeline. Congressional attempts at reauthorization of WIA have also included a focus on out-of-school youth. Based on input from partner organizations and guidance from U.S. Department of Labor, WIA’s youth activities should focus on building occupational skills and preparing for entrance into the workforce pipeline.

RECOMMENDATIONS

- a. Set aside 30 percent of youth funds for programs serving *in-school youth* enrolled in alternative high schools or secondary programs offering technical training; require a 100 percent match of Carl Perkins and/or local technical education funds. Remaining funds (70 percent) will focus on *out-of-school youth* and
- b. Priority for services in all youth programs will be given to individuals from juvenile justice, those aging out of foster care, pregnant and parenting youth and individuals with disabilities.

In-school youth is defined as those 14-21 years of age enrolled in high school, alternative school, home schooling or other program recognized by the local school district at the time of registration in the WIA youth program.

2. WHAT SERVICES WILL BE PROVIDED?

The WIA Act and regulations require that 10 specific elements be made available for youth and also require that WIA funds are not used to acquire those elements commonly available in the area to low income youth.

RECOMMENDATION

Elements found to be commonly available across Idaho to low income youth ~ tutoring, alternative school, guidance and counseling ~ will be *coordinated* with other providers in the communities, rather than purchased with WIA funds.

3. HOW WILL SERVICES BE PROVIDED?

The Workforce Development Council adopted policies to maintain funding for actual participant training during several years of decreased funding in all WIA programs. Future funding cuts are anticipated. Guidance from our federal partner directs states to enhance integration of service delivery, eliminate unnecessary overhead costs and simplify administration in order to preserve resources for participant training.

Federal regulations and USDOL guidance advocate enhanced integration of youth services through the One Stop system. The WIA Act and regulations clarify that awarding a grant on a competitive basis **does not apply to the design framework component** where these services are provided by the grant recipient/fiscal agent. The design framework includes intake, assessment, development of an individual's service plan and overall case management. In Idaho, the grant recipient/fiscal agent is the Idaho Department of Labor.

The committee's recommended design framework requires a federal waiver of two statutory and regulatory provisions of the Workforce Investment Act. These waiver requests have been previously submitted by several other states and approved by the U.S. Department of Labor. The waivers will align Idaho's youth service delivery structure with federal regulations and guidance advocating enhanced integration of youth services through the One Stop system, offer

consistent access to and delivery of a broader design framework, decrease staff costs and bring consistency to occupational classroom training processes for all program funding streams.

To maximize delivery of participant services with dwindling dollars, the Workforce Development Council has asked for a 50/50 split between staff and participant expenditures in adult and dislocated worker programs. The committee's recommendations incorporate that the same split be used for the youth program.

RECOMMENDATIONS

- a. Require delivery of all out-of-school WIA youth program services through all One Stop Centers;
- b. Require each WIA youth provider to meet or exceed a 50/50 staff/participant expenditure rate;
- c. Assign delivery of the "youth framework" component to the state's grant recipient/fiscal agent, the Idaho Department of Labor. All intake, assessment, completion of individual service strategies and case management will be provided within the One Stop offices by One Stop operator staff and
- d. Approve submission of waiver requests to the U. S. Department of Labor to further integrate service delivery in the One Stop Centers by seeking waivers of statutory and regulatory requirements in related areas where other states have been successful in obtaining waivers. Approval of the following two waivers allows the Workforce Development Council latitude in selection of some or all services for delivery with or without procurement
 - 1) Waive competitive selection of providers for youth paid and unpaid work experiences, supportive services and follow-up services. Include these services in Idaho's definition of 'framework services'; and
 - 2) Waive prohibition on the use of WIA youth funds for Individual Training Accounts (ITAs) for older youth. ITAs allow older youth to review the eligible training provider list and select an occupational training provider as seen in the adult and dislocated worker programs.

In-School Program Recommendations

- a. Competitively procure the 30 percent set aside on a regional basis for delivery of the design framework and the seven WIA youth program elements for in-school youth who are enrolled in alternative high schools or secondary programs offering technical training;
- b. Require 100 percent match of local school district Carl Perkins and/or technical education funds;
- c. Require projects to develop occupational skills in demand by high growth industries and to feed into specific high growth industry pipelines;

- d. Allow respondents to compete for delivery of the entire design framework and allowable program elements, or any portion thereof; allow respondents to compete for each area's full 30 percent set aside, or any portion thereof., and
- e. Allow the 100 percent match to be met with in-kind and/or cash which directly support the activities of the in-school project.

IMPLEMENTATION SCHEDULE:

Prior to the initial meetings of the Youth Program Design Committee, staff suggested implementation of the new youth program design effective January 1, 2009. To avoid additional administrative costs of closing the current contract and issuing new contracts for only six months, and to allow appropriate time for completion of procurement processes, the committee recommends implementation of the new youth program design effective July 1, 2009.

FUTURE ACTION:

The Youth Program Design Committee requests additional members be appointed to ensure representation from each area of the state for completion of necessary procurement processes. Current members are:

Area One (Coeur d'Alene)	<i>Betty Kerr has volunteered to serve</i>
Area Two (Lewiston)	Kara Besst
Area Three (Boise)	Jim Schmidt
Area Four (Twin Falls)	<i>vacant</i>
Area Five (Pocatello)	<i>vacant</i>
Area Six (Idaho Falls)	Jan Nielsen

Procurement Schedule:

<u>Activity</u>	<u>Completion Date</u>
Develop guidelines, technical specifications, review processes and tools	January 1, 2008
Release Requests for Proposals	February 1, 2008
Deadline for RFP submission	March 1, 2008
Review, rank & award contracts	March 31, 2008
30-day appeal period	April 30, 2008
Finalize contract awards effective July 1, 2009	May 30, 2008

Jim Schmidt moved adoption of the Youth Program Design Committee recommendations; seconded by Kara Besst. Chair Paulos thanked committee members and staff for the energy they expended to come up with the recommendations and B.J. echoed his remarks as well as Betty Kerr. The motion carried unanimously.

Establishing a Business Leadership Network for People with Disabilities

Chair Paulos introduced Executive Director for the Americans with Disabilities Act Task Force Bobby Ball. She chaired the Employment Resources for Idahoans with Disabilities Committee which the Workforce Development Council asked to identify policy barriers for people with disabilities. Ms. Ball talked about the business-led group that supports hiring people with disabilities and discussed their efforts to begin an employer network to encourage hiring people with disabilities. Bobby's presentation can be viewed at:

[Building a TV chapter BLN Revised ADA Task Force Bobby Ball](#)

Rural Outreach Program

The chair invited Mile Nelson (representing Doug Sayer) to give a brief report on what has been happening in Salmon. Mr. Nelson reported there is a concerted effort going on to keep Salmon's youth in Salmon after they graduate from school. For a small, remote town, this is absolutely essential and the key is to have good job opportunities for them. So far, they have sponsored an event similar to the Hard Hats, Hammers and Hot Dogs in order to expose the youth to the types of work available in Salmon. Premier Technology is trying to have parts of its production done in Salmon. He said there is a lot of vitality in the community and the council and workforce programs can provide solid advice.

2008 Governor's Workforce Summit

Director Madsen reported that the Idaho Department of Labor is planning Governor Otter's Workforce Summit scheduled for November 19-21, in Boise. He expressed his appreciation to the United States Department of Labor for joining the department as a principal sponsor of the summit.

Director Madsen announced the theme for this statewide conference is transformation—setting the stage for Idaho's work force development system to meet the needs of business and industry and support the governor's priority for promoting responsible government by enhancing education and work force training opportunities.

Governor Otter has been invited to kick off the event as a keynote speaker and Ed Morrison, a national speaker and expert on work force and economic sector strategy development, is the major speaker for this event.

Director Madsen invited and encouraged members to participate at this important conference. He added that they expect about 300 work force professionals, economic developers and education officials to participate. Participants will break into regional groups to initiate work on regional plans so it is important that representatives from the council and from each of the work force and education partners contribute to the regional plans.

Chair's Report

Chair Paulos reported on the progress made through the Workforce Innovation in Regional Economic Development grant in the Magic Valley. A governance group—the Workforce Development Alliance—will guide partners through the process and is intended to continue well beyond the life of the grant. The “credentialing” project with CSI is moving forward and is intended to identify and document workplace skills that employers expect from high school graduates. It is anticipated that the successes of the project can be replicated across the state as an achievement of Governor Otter’s goal to identify the skill expectations for Idaho students is addressed.

Region I was successful in obtaining a workforce planning grant from the USDOL joining the effort underway in Regions V and VI. Region II participants plan to submit an application using their very successful workforce summit as a starting point. Chair Paulos thanked the partners in these regions for playing such important roles in helping move this effort forward.

Council Priorities (Transmittal #8)

Transmittal #8 captures the efforts of the May 8 council meeting to set priorities. While staff attempted to do some categorization for council members, it became apparent that interests among members are wide and varied. Chair Paulos expressed a desire to call together the executive staff to review the issues before the next council meeting. He reminded members that the Executive Committee includes B.J. Swanson, Betty Kerr, John Currin, Jim Schmidt, Millie Flandro and Jan Nielsen. Chair Paulos suggested a meeting by telephone to develop a more concise set of priorities. He encouraged any council member to notify staff if they are able to join the group.

New Business and Next Meeting Date

Chair Paulos suggested the Workforce Development Council meet in concert with the 2008 Governor’s Workforce Summit the morning of Nov. 19. Agenda items include a report from the Nurse Workforce Initiative. Agencies will have the opportunity to share any work force/educated related legislative agendas if they wish input from the council. He asked for other topics members would like to see on the agenda.

The meeting was adjourned at 3 p.m.

Workforce Development Council

Members:

Drew Hall for Dick Armstrong
Sue Arnold (absent)
Kara Besst
John Currin
Randy Shroll for Don Dietrich
Millie Flandro (absent)
Tom Hally
Cindy Hedge
Betty Kerr
Alex LaBeau
Luci Willits for Tom Luna
Roger Madsen
Shirley McFaddan
Kirby Ortiz (absent)
Con Paulos
Brent Reinke
Allison McClintick for Mike Rush
Mike Nelson for Doug Sayer
Jim Schmidt
Donald Smith
B.J. Swanson
Robert Lohrmeyer for Dene Thomas
Kent Tingey (absent)
Kim Toryanski
Dave Whaley
David Yoder

Guests:

Jim Adams
Melinda Adams
Susan Ault
Susan Baca
Rico Barrera
Stan Brings
Cheryl Brush

Leandra Burns
Terry Butikofer
Jewels Carpenter
Jill Chestnut
Susan Choate
Kelly Curry
Gail Cushman
Robin Dodson
Christine Dolan
Cheryl Engel
Jay Engstrom
Debbie Field
Linda Hatzenbuehler
Dwight Johnson
Scott Johnson
Bessie Katsilometes
Debra Klimes
Bill Kober
Brady Kraft
Kent Kunz
Francine Macdonald
John McAllister
Denise McDonald
Joyce McRoberts
Nancy Ness
Tammy Perkins
Jerry Riley
Kristyn Roan
Todd Schwarz
Sara Scudder
Georgia Smith
Alice Taylor
Bob Uhlenkott
Arthur Vailas
Kay Vaughan
Nancy Walker